

## PNEO EXAM SCHEDULE AND GENERAL INFORMATION

Updated May 2023

1. Below is a list of PNEO exam dates. Contact your local schoolhouse or PERS-42 to confirm the most updated information.

2024 EXAM	In-Person Interview
January	Jan 24 <sup>th</sup> /25 <sup>th</sup>
February	Feb 7 <sup>th</sup> /8 <sup>th</sup>
March	Feb 28 <sup>th</sup> /29 <sup>th</sup>
April	Apr 3 <sup>rd</sup> /4 <sup>th</sup>
May	May 1 <sup>st</sup> /2 <sup>nd</sup>
June	May 29 <sup>th</sup> /30 <sup>th</sup>
July	June 26 <sup>th</sup> /27 <sup>th</sup>
August	July 31 <sup>st</sup> /Aug 1 <sup>st</sup>
September	Aug. 28 <sup>th</sup> /29 <sup>th</sup>
October	Sep 25 <sup>th</sup> /26 <sup>th</sup>
November	Oct 30 <sup>th</sup> /31 <sup>st</sup>
December	Dec 4 <sup>th</sup> /5 <sup>th</sup>

2. Written examinations are proctored at the local schoolhouse, normally the Monday prior to the in-person interview date. Students fly to Washington DC for the oral exam, which is normally a Wednesday or Thursday. In the event an interview must be conducted virtually, dates will be coordinated on a case by case basis with Naval Reactors Headquarters.

3. There are 60 seats per class, 30 per interview day. Typically, east coast officers interview on the first day and west coast officers the second day. Officers may be shifted a day to balance interviews.

4. Submit CO Recommendation and Duty History forms **at least 4 weeks prior to commencing the preparation period at the PNEO schoolhouse** to reserve a seat for the desired interview date. PNEO seats are controlled by PERS-42.

5. The preferable delivery method for CO Recommendations and Duty History forms is e-mailing electronic copies to your local PNEO schoolhouse. Waivers requiring Naval Reactors permission shall be transmitted directly from the ship to Naval Reactors by e-mailing [NSSC\\_NRLINELOCKER@navy.smil.mil](mailto:NSSC_NRLINELOCKER@navy.smil.mil).

6. **Waivers requiring Naval Reactors approval must be approved prior to an officer starting PNEO.**

7. Contact your local PNEO schoolhouse or PERS-421N at \_\_\_\_\_ with any questions.

## ADDITIONAL INFORMATION

### PNEO REQUIREMENTS:

- 1) The requirements for attending PNEO are found in BUPERSINST 1540.41E.
- 2) As detailed in BUPERSINST 1540.41E, if any of the requirements cannot be met, a waiver may be requested and should provide a detailed explanation of the circumstances and command mitigation efforts. ISIC is the waiver authority for the requirement that candidates initially assigned to naval nuclear powered ships not exceed 20 months on-board prior to taking the PNEO exam. All other waivers are approved by Naval Reactors.
- 3) Do not short JOs time they've earned on duty history forms--remember months are inclusive. For example, 3/17-7/17 is 5 months, not 4 months.
- 4) Attempts to meet the requirement that candidates initially assigned to naval nuclear powered ships not exceed 20 months on-board should not be prioritized over experience based requirements (i.e. time qualified or as a Division Officer).

### ENGINEERING EXPERIENCE:

The most important aspect of PNEO preparation is engineering experience and plant operation. We need to keep the big picture in mind: passing PNEO is qualifying to be a ship Engineer.

### RIDE TIME ON ANOTHER SHIP:

If a JO has ride time on another ship, that command should be included on the duty history form. This includes any Division Officer job they performed and the duration of time spent cross-decked; more detail is better. Prior to a JO cross-decking to another ship, the commands should discuss Division Officer jobs available to ensure there is an opportunity for the cross-decked JO to gain as much engineering experience as possible. Even one or two months as an Engineering Division Officer on a 6 month underway makes a difference. As stated above, experience is the most important thing.

### WAIVERS:

As discussed in BUPERSINST 1540.41E, if a command is submitting a waiver for any requirement, they must give a detailed explanation of and justification for the circumstances surrounding the request. Waivers are approved or disapproved on a case-by-case basis at Naval Reactors, so including detailed information on what the command did to mitigate their inability to meet the requirements helps Naval Reactors make an informed decision. All waivers and detailed justifications, with the exception of the greater than 20 month waiver, must be on the CO recommendation form. Ships should submit all waiver requests at least four weeks prior to reporting to the PNEO schoolhouse for the pre-exam preparation period to allow NR adequate time to review and approve waivers. **If a waiver from NR is required, commands must send the waiver and a copy of the CO Recommendation and Duty History form to NSSC\_NRLINELOCKER@navy.smil.mil with "PNEO" in the subject line. All waivers must be approved prior to the candidate reporting to the PNEO schoolhouse for the pre-exam preparation period.**

## **TRAVEL INFORMATION**

1. All upcoming PNEO Candidates need to call the WNY Visitor Center, 202-433-3738, to set up a PIN for the turnstiles or else they will have to walk to a manned gate to gain access to the WNY. It can take 24-48 hours for the PIN to be attached to their CAC.
2. DO NOT travel without approved DTS authorization. Travel that occurs without approved authorization will not be reimbursed and will be paid for out of pocket. PNEO is NOT emergent travel.
3. Students need to submit travel for authorization NLT one month before travelling and preferably before starting PNEO study. This ensures any errors can be fixed in time and avoid last minute issues.
4. PERS-42 is able to answer questions regarding DTS and setting up travel, however students should ask their command DTS travel specialist if issues arise, as most of questions can be answered by the command, and most issues have to be fixed by the command. If you continue to have any issues booking travel after consulting the command, contact PERS-42N at \_\_\_\_\_ as soon as possible for resolution.
5. Lodging is only authorized at the approved Per Diem rate for the dates of travel required. FY-22 Per Diem Rates for District of Columbia has all the current per diem amounts for the dates of your travel to District of Columbia.
6. DOD has deemed that AirBnB is not "Commercial" lodging because the company itself has no culpability for individual properties, therefore it is not legal for reimbursement.
7. Airfare and lodging require vendor receipts for reimbursement. A statement of lost or missing receipt will not be accepted. Airfare and lodging organizations are required to keep records for several years. Obtaining a duplicate only requires a phone call to the vendor.
8. Ensure appropriate receipts are submitted. All receipts should be retained and provided if requested by the Approving Official. Ensure that you claim parking if you drove to the interview and upload receipts in DTS when completing your voucher.
9. The maximum reimbursement for DC area transportation is \$30. This is based on the cost of using the Metro.
10. When submitting travel vouchers, ensure you digitally sign the DTS voucher or you include a signed DD Form 1351 with full SSN with your voucher.
11. The funding DTS organization is below:  
Use LOA: 24SEA08 INTER  
Routing List: NUCPWR INTERVIEWS  
The Approving Official is PERS-42N: Mr. Thomas Pacileo  
Phone:  
Email: Thomas.b.pacileo.civ@us.navy.mil